
Procedures for Managing Used Equipment

**Transfer from
Store to Store**

Follow this step to transfer used equipment from Store to Store:

Step	Action
1	Fill out the Change of Asset form and submit. A copy will go to Accounting and to the Regional Facilities Manager to coordinate the transfer.

Disposal

Follow this step to dispose of used equipment:

Step	Action
1	Fill out the Change of Asset form and submit. A copy will go to Accounting and to the Regional Facilities Manager to coordinate the disposal.
